



## Duty Statement

<b>Organization</b>	<b>Name</b>
CNRA - OPC	
<b>Position Number</b>	<b>Effective Date</b>
534-001-0762-90	
<b>Classification Title</b>	<b>Working Title</b>
Environmental Scientist	Coastal Habitats Program Manager
<b>CBID</b>	<b>Supervisor</b>
R10	Justine Kimball

### Position Description

Under the close supervision of the Senior Environmental Scientist (Supervisor) of the Ocean Protection Council (OPC) and working with other Senior and Staff Environmental Scientists and Administration and Finance staff, the incumbent conducts high level tasks related to statewide marine and coastal conservation and protection with a specific focus on conserving coastal watersheds and habitats, including wetlands, eelgrass, beaches, dunes, and rocky intertidal. The Coastal Habitats Program Manager is responsible for helping lead efforts to protect and enhance coastal existing coastal habitats and create additional new habitat to provide biodiversity benefits and build resilience to sea-level rise. The Coastal Habitats Program Manager will also lead efforts to increase understanding of the carbon sequestration potential of coastal habitats. The incumbent is also responsible for supporting implementation of the OPC's mission and the California Natural Resources Agency's policy initiatives.

### Position Category

This position is categorized as Remote-Centered. The position's job duties can be performed while teleworking 50% or more of the time within a work month from an alternate work location. The position incumbent can telework with a management approved telework agreement and schedule.

### Essential Job Functions

Position requires incumbent to balance concurrent assignments and complete assigned projects and tasks on time at a level commensurate with the classification. Satisfactory job performance is required to maintain a teleworking agreement.

### Essential Job Functions

\*35% Policy Development and Analysis

- Develop, coordinate, and make recommendations to implement strategic investments and policy/management tools to conserve and protect coastal habitats and watersheds.

- Identify opportunities and make recommendations to implement actions that advance cross-cutting efforts across OPC's strategic plan goals of climate change, equity, biodiversity and the sustainable blue economy.
- Conduct critical, sensitive analyses, research, and investigations using best available science to inform recommendations to improve management and policy.
- Apply scientific methods and principles in the identification, research, and solution of problems associated with conserving coastal habitats and watersheds in California.
- Provide analyses of state, and federal policies and legislation as they relate to improving coastal habitats and watersheds in California.
- Research and help develop innovative programs to address emerging challenges that impact coastal habitats and watersheds.
- Develop and/or analyze regulations, plans, policies, procedures, and guidelines associated to conserve coastal habitats and watersheds.
- Consult with and advise other agencies and institutions engaged in related environmental analysis, management, planning, regulation, investigation, and research.
- Meet and confer with scientists, stakeholders, tribes, and other governmental and non-governmental entities.
- Prepare staff reports, recommendations, and presentations for OPC Council meetings.
- Present scientific data and analyses and the consequent policy implications at symposia, conferences, workshops, and before the legislature.

#### \*30% Contract and Grant Management

- Develop innovative opportunities for contracts and grants for projects that advance the goals and mission of OPC related to conserving coastal habitats and watersheds.
- Seek opportunities to leverage additional funds and expertise for synergistic purposes.
- Ensure compliance with the terms of contracts and grants.
- Review and evaluate achievements associated with the contracts and grants.
- Coordinate with technical and administrative support.
- Ensure timely completion of project objectives and required deliverables.



## Duty Statement

\*25% Facilitation of and participation in interagency government working groups

- Convene and facilitate interagency government working groups.
- Identify working group members, establish meeting agendas, and provide relevant policy analyses to the working groups.
- Consult with and advise agencies and institutions engaged in environmental analysis and regulation related to coastal and marine water quality.
- Represent OPC in policy implementation, program budgeting, and strategic planning.

10% Other related duties as necessary and assigned

- Substitute for the Executive Director or Environmental Program Manager I in meetings with agency leadership or external partners related to coastal and marine water quality.
- Participate in hearings and field investigations as a staff expert on issues related to coastal and marine water quality.
- Prepare various reports and correspondence
- Prepare and edit scientific papers for publication that highlight California's innovative approaches to coast and ocean management

***\*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.***

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.

Employee  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Supervisor  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_